



Human Resources

MONROE COMMUNITY COLLEGE

In light of the active threat full-scale exercise on Friday afternoon, June 20, 2014, MCC will close from noon until 11:00 pm that day. Employees not involved in the exercise should exit the Brighton Campus by 12:15 pm.

The College will reopen at 11:00 pm for normal operations.

- Employees who are required to work during this closed period will be compensated accordingly. Supervisors will determine and inform employees in advance who are required to work.
- Support staff and CSEA employees required to work will be compensated according to Article 50 of the CSEA contract.
- Administrators required to work will be addressed through Article 45 of the Faculty Association (FA) contract.
- Scheduled leave (vacation, personal, sick) will be charged as previously approved.
- If Friday, June 20 is your scheduled flex day, here's how to account for your time:
 - CSEA employees should record 3.75 (35-hour week) or 4.75 (40-hour week) -- the period of the college's official closing -- worked hours on your time sheet for Friday, June 20.
 - FA employees, because they only record leave time, do not need to make any adjustments.
 - For the following days of that pay period (June 23–26), both FA and CSEA employees who flex on Fridays will need to reduce their work week by 3.75 or 4.75 hours.

Questions should be directed to the Human Resources Department at ext. 2048.

5/20/14